

Skidmore, Owings & Merrill**Memorandum**

Date: July 29, 1981

STAT To: [redacted] Central Intelligence Agency
From: Walter Arensberg/SOM
Subject: Project Activity Network Plan.**Purpose**

This memorandum describes the Project Activity Network Plan which Skidmore, Owings & Merill has prepared in accordance with Task 1.3 of the Work Program for the Central Intelligence Agency's Master Development Plan Project. The attached chart and the text below incorporate comments received from the CIA on drafts presented earlier.

Project Activity Network Plan

The Project Activity Network Plan illustrates the Planning Team's work program for preparing the Central Intelligence Agency's Master Development Plan, Master Utility Systems Plan, and Environmental Impact Assessment. Shown on the chart are the principal milestones and tasks, with their dates, duration and phasing.

The guiding framework for the work program is the review process of the National Capital Planning Commission. The CIA intends that the Master Plans and EIA be presented formally to the NCPC at its regular meeting in early January, 1982. This means that, according to NCPC procedures, the documents and drawings must be submitted in final form 60 days in advance, or by the first week in November, for staff review. This gives slightly less than four months for the completion of the Plan and EIA.

In addition, the NCPC has agreed to hear an "informational presentation" of the draft Master Plans and EIA at its meeting in the first week of October. The purpose of this session is to obtain feedback from Commission members and ensure that their main concerns are addressed.

As indicated on the chart, the work program breaks down into four basic phases, each one culminating in a major review, decision, or presentation. A discussion of these four phases follows:

1. **Data Collection and Development of Master Plan Alternatives:**

This phase begins with the kick-off meeting and proceeds immediately to data collection and development of design criteria for the Master Plan (subtasks 2.1 and 2.3 of the proposal), as well as preparation of the outline of the Environmental Assessment (1.4). The first major milestone in this phase is the early consultation meeting with local agencies which occurs two weeks into the project.

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The purpose of this meeting is to provide basic information about the Master Plan project to agencies whose interests may be affected, to give them an opportunity to express their concerns, and to establish a basis for further consultation on critical issues such as traffic, landscaping, and air/noise impacts. Early and continuing contact with key outside agencies will be crucial in facilitating the Master Plan review process.

The early consultation meeting will lead into two major activities, the development of schematic alternatives for the Master Plan (2.6) and data collection and preliminary impact analysis for the Environmental Assessment (4.1). Parallel to these will be the collection of baseline utility systems data (3.1).

The development of schematic alternatives will last about four weeks (late July to late August) and consist of an iterative process in which the Planning Team generates site plan concepts, reviews them internally and with the CIA , and refines them. The process culminates in a final selection meeting (2.7) with the CIA scheduled for the last week in August. This meeting will produce an agreed-on site plan, building configuration, circulation layout, and parking arrangement.

The survey of the existing site (2.2) is to begin in the second week of the project. This includes ground control for the aerial photogrammetry, the fly-over itself, and field surveying of topography and existing structures. The production of maps showing survey information will begin during this period and continue into Phase 2.

2. Plan Refinement and Environmental Assessment:

In this phase, lasting about five weeks, more detailed plans of the selected scheme will be prepared (2.8). Schematic drawings will be produced showing the site plan, circulation patterns, elevations, landscaping, and parking. Information from the site survey and the environmental and utililties data collection exercises will be fed into this refinement process. Once the scheme has been elaborated to a sufficient level of detail, a preliminary cost estimate will be prepared (2.9).

While the Plan is being refined, the environmental impacts of the selected scheme will be analyzed (4.3), along with the impacts of alternatives such as "no-build", construction of less than the target amount of new space, and other siting arrangements. The analysis of utility requirements of the selected scheme (3.2) will also take place during this period.

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3. Preparation of Final Plans:

This phase lasts for approximately one month and is devoted to incorporating comments received from the NCPC and producing final versions of the Master Development Plan, Master Utility Systems Plan, and Environmental Impact Assessment. During this time the presentation model and renderings will be prepared. The final documents and drawings will be finished by the end of October, reviewed with the CIA, and submitted to the NCPC in the first week of November.

4. NCPC Staff Review and Formal Presentation:

In the sixty days between Plan submission and the NCPC's formal review, the Planning Team will be available to assist the CIA in providing information about the Plans and EIA. The NCPC staff will review the submitted material, circulate it to local agencies, and prepare a memo for the Commissioners. The Planning Team will join the CIA and GSA in making the final presentation to the Commission at the beginning of January, and will make revisions, as required, to incorporate NCPC comments.

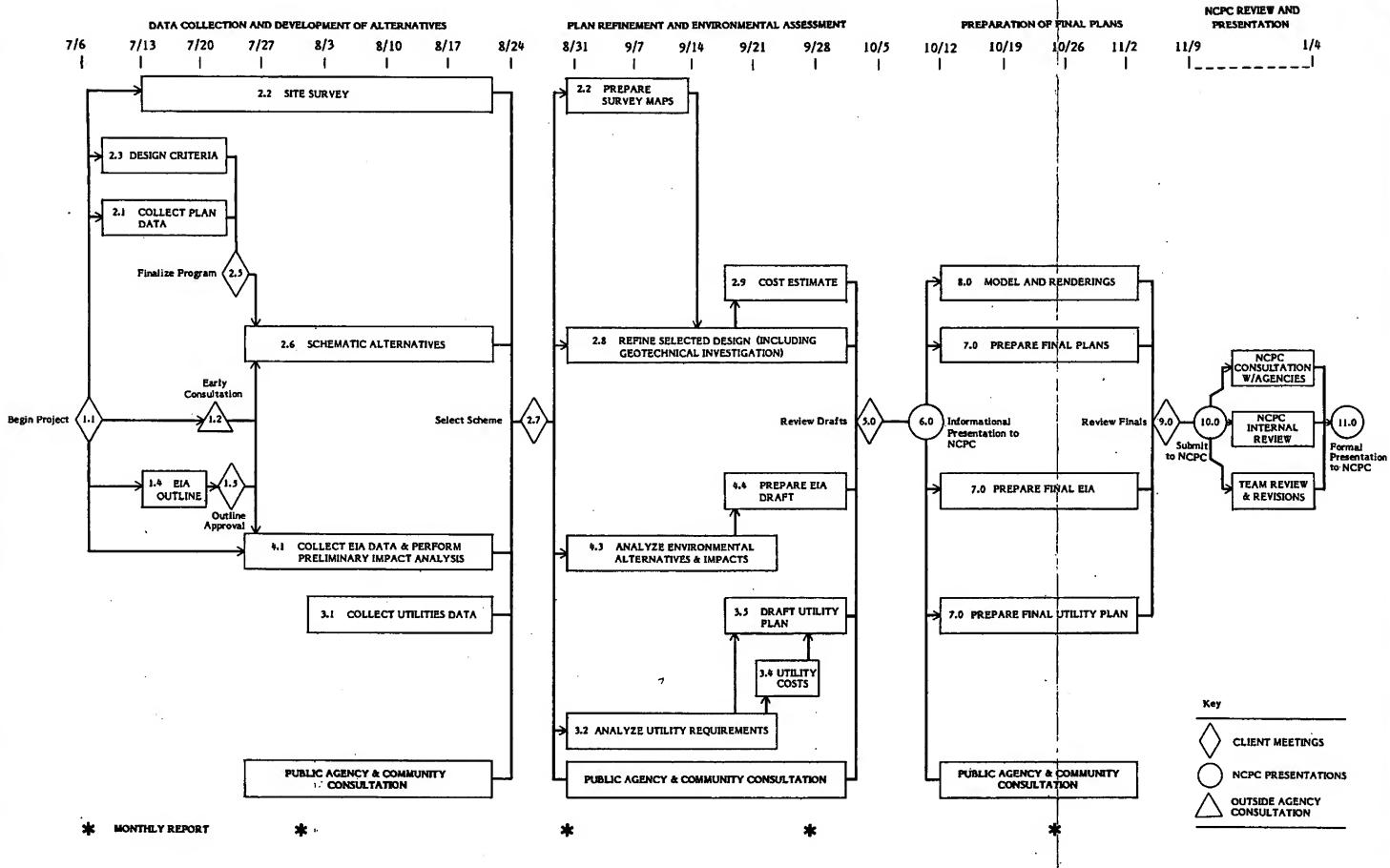
Outside Agency Consultation:

During each phase, the Planning Team and the CIA's project coordinator will maintain close contact with local agencies to ensure that the Master Plan, Utilities Plan, and Environmental Assessment are compatible with policies and plans of those agencies and that their interests are reflected in the design and impact analysis. The Activity Network Chart illustrates the continuing agency contact that will be maintained during Phases 1, 2 and 3. At this point, the following organizations have been identified as the ones with whom consultations should occur:

- o General Services Administration
- o National Capital Planning Commission
- o Metropolitan Washington Council of Governments
- o Fairfax County Planning Board and Executive
- o Northern Virginia Planning District Commission
- o Washington Metropolitan Area Transit Authority
- o Virginia State Highway Department
- o Virginia Electric Power Company
- o Fairfax County Water Authority
- o Falls Church Public Utilities Department
- o C&P Telephone Company
- o Local homeowners' associations

Finally, the chart indicates the dates for submission by the Planning Team of its monthly progress reports to the CIA.

Approved For Release 2003/08/13 : CIA-RDP89-00244R000100040019-9
 CENTRAL INTELLIGENCE AGENCY MASTER DEVELOPMENT PLAN
 PROJECT ACTIVITY NETWORK CHART



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Approved For Release 2003/08/13 : CIA-RDP89-00244R000100040019-9

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CENTRAL INTELLIGENCE AGENCY
Preliminary Program

July 28, 1981

AREA SUMMARY

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